

Glencairn Primary School & Early Years

August 2020

Dear Parent or Carer,

I hope this letter finds you well and you and your family are enjoying the summer break, even although holiday time may feel very different this year.

Following the First Minister's announcement on Thursday 30 July, I am delighted to confirm that Glencairn Primary School and Early Years will return full time for children starting from Wednesday 12 August. On behalf of all our school and nursery teams I want to say how much we are looking forward to welcoming your children back.

Although this year's return to school or nursery will look and feel different, our aim is to welcome everyone back safely and to quickly settle back. Our single biggest priority has been to ensure the safety, health and wellbeing of all children, young people and staff, and we are following national guidance to achieve that with new measures being put in place.

New term return dates

Monday 10 and Tuesday 11 of August will be in-service days for school and nursery teams. Children and young people will start to return from Wednesday 12 August on a phased basis. This will support the transition and give everyone the opportunity to be welcomed back safely. All children will be back by Friday 14 August and will be full-time from then on.

For a small number of children and young people with specific additional support needs, an individual plan may be required to support a return to school or nursery. Where this is the case, the school or nursery will be in touch directly to discuss this with you in more detail.

The allocation of days/times in your previous letter no longer applies. The arrangements for the first week are as follows:

Early Years

From Wednesday 12 August	9:00-3:00
From Monday 17 August	Children will attend pattern allocated

A one way system will need to operate for the nursery due to the limited space between the building and the car park railings. We are asking all parents and carers to follow the one way system that will start at the car park, up to the nursery entrance and after drop off/collection following the path round to the school playground and exiting at the bottom gate. We appreciate that this will involve additional time but it is the only way to ensure the safety of all.



Parents & carers of P1 & P2

P1 and P2 children can be escorted by a single adult through the main gate and to their child's allocated door. On drop off we are asking adults to exit the playground from the gate nearest the church,

Primary 1 Group B

Wednesday 12 August	Primary 7 children will attend from today Group A children P2-P6 P1 Group A 9:30-11:30 P1 Group B 12:30-2:30
Thursday 13 August	P7 Group B children P2-P6 P1 Group A 9:30-11:30 P1 Group B 12:30-2:30
Friday 14 August	All children in school P1 children 9:15-2:45
Monday 17 August	Staggered entry and exit for all children (see below) P1 children 9:15-2:45



Entry and Exit to School

We are staggering start and finish times so that children are coming into the school building safely. We have added signage to doors to support changes to entry/exit doors.

Parents, with the exception of P1 & P2 children, will not have access to the playground in the morning. This is to minimise numbers in our playground and support social distancing for adults.

P1 children will have a shorter day during their first week to allow them to settle and become familiar with their class, teacher and the school without lots of other people around.

P2	Mrs Gaffney	Infant door	Arrive 9am	Pick up 2:45pm
P3/2	Mrs Frew and Mrs Robinson	Classroom entry door	Arrive 9:15am	Pick up 3:00pm
P3	Ms McDonald	Classroom entry door	Arrive 9am	Pick up 2:45pm
P4x	Ms Habashi	P4/5 door (right of main door)	Arrive 9:15am	Pick up 3:00pm
P4y	Mrs Sands	P4/5 door (right of main door)	Arrive 9am	Pick up 2:45pm
P5	Ms McLeod and Mrs Williamson	P4/5 door (right of main door)	Arrive 9:15am	Pick up 3:00pm
P5/6	Mrs Gibson	P4/5 door (right of main door)	Arrive 9am	Pick up 2:45pm
P6	Mrs McEvoy and Mrs Oliver	Senior door	Arrive 9:15am	Pick up 3:00pm
P7	Mrs Oliver	Senior door	Arrive 9am	Pick up 2:45pm

Staggered entry and exit times will still apply until further notice.

Curriculum during Recovery Phase

We will focus on the three core areas of the curriculum:

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics

Hopefully we will not have another period of school closure but if there is a local outbreak of the virus we may be asked to close temporarily to help control



transmission. We have planned a number of changes based on what we learned from our previous home learning experiences. Your children will be introduced to SEESAW to support home learning in school. We will be using this initially in school so that pupils can navigate and access materials independently. SEESAW allows pupil work to be returned to their teacher easily. We will also be introducing a Reading Platform that will not only reduce the cost of replacing reading books but will also address the issue of sharing resources. Currently all reading books and textbooks have to be quarantined after use for 72 hours.

Bikes/Scooters

If bringing a bike/scooter, children will be encouraged to only handle their own. Bike racks will be cleaned at the end of the day. Children will bring their coat and lunch into the classroom and keep them near their desk.

Breakfast club

Currently we are unable to run the breakfast club but when guidance change we will let you know.

Preparing for the start of school in August



Risk assessments are in place to ensure that all children feel safe and comfortable in school. We have active arrangements in place to reduce risk to the lowest reasonable practical level. All risk assessments will be updated in accordance with changing public health guidance and through monitoring procedures.

Measures to prevent infection



It is the responsibility of every individual in the school to observe good hygiene practice to minimise risk of infection. Please help us to keep safe by practising the above at home and encouraging social distancing as much as possible.

Please remember the most common symptoms of COVID-19 are:

- New continuous cough
- Fever/high temperature
- Loss of, or change in, sense of smell or taste.

We need everyone who is ill to stay home.

Anyone who states that they are unwell in school will be isolated and sent home immediately.

Measures in place:

- Frequent washing/sanitising hands for 20 seconds and drying thoroughly and always when entering/leaving the building, before/after eating and after using the toilet.
- Encouraging the avoidance of children/staff touching their faces
- Using a tissue or elbow to cough or sneeze. Bins will be emptied regularly for tissue waste
- To avoid complacency we will regularly revisit how to prevent infections.
- Enhanced cleaning schedules, wipes/cleaning materials available to sanitise areas
- Children will have a designated desk and a resource pocket
- Movement around the school will be minimised
- No toys to be brought from home and personal belongings cannot be shared
- Staggered breaks and lunch times
- New muster stations for fire drills
- Children will undertake an evacuation rehearsal on day 1

A copy of our full Risk Assessment can be seen on request.

Additional information can be found on the National Parent Forum website which details guidance for parents on the return to school.

Parents & carers

Unfortunately we cannot accept any parents within the school building. All contact to school must be made by telephone or email. This measure is to protect our children and minimise risk. We also need to ask parents and carers not to gather in the playgrounds and maintain 2m distancing.

Playtime and Lunches

Playtime and lunchtimes will be staggered, and zones will be marked on the playground to encourage children to stay within their own 'bubbles'.

Equipment and Packed Lunch Boxes

Children may bring their own stationery to school in a pencil case and make sure they take it home each night.

We will provide basic pencils, etc that pupils will keep in their own tray.

Pupils should bring their own refillable water bottle each day as our water coolers have been disconnected.

We will make every effort to limit the amount of equipment that is shared and will adhere to risk assessments and cleaning routines.

We would prefer that children bring their lunch in disposable bags and not packed lunch boxes.



Uniform – Session 2020/2021

Children should return to school wearing their school uniform. We are asking families to send their children in clean uniform each day they are in school. .

Our school uniform colours are:

- *Red school sweatshirt or cardigan*
- *White Polo Shirt/Shirt*
- *Grey trousers/ skirt/ pinafore*
- *Black shoes or trainers (avoid laces until they can tie)*
- *Indoor gym shoes for inside and PE.*

Please ensure that you put your child's name on all items.



We have worked hard to prepare for the return of pupils and want our children to feel safe and secure. We value your continued support in our safe return to school and appreciate the efforts made by children, parents and carers to suppress COVID-19 in our community.

Staffing

Acting Head Teacher	Mrs Alison Ross
Acting Depute Head Teacher	Mrs Kelly Russell
Acting Principal Teacher	Mrs Lorna Williamson
Nurture	Mrs Gillian McDade
Nurture Practitioner	Mrs AnnMarie Johnson and Ms Emma Gunshon
Primary 1	Mrs Laura Allison & Mrs Lorna Middleton
Primary 2	Mrs Kara Gaffney
Primary 3/2	Mrs Natalai Frew and Mrs JoAnn Robinson
P3	Ms Lisa McDonald
P4	Ms Jacqui Habashi and Mrs Wendy Sands
P5	Ms Amie McLeod and Mrs Lorna Williamson
P5/6	Mrs Gillian Gibson
P6	Mrs Nicola McEvoy and Mrs Lindsay Oliver
P7	Mrs Jennifer Oliver
Support for Learning Teacher	Ms Lorna Frew
Classroom Assistants	Ms Emma Gunshon, Mrs Diane Bennett, Mrs Kate Ashmead, Ms Gillian Hunter and Mrs Winton
Clerical Staff	Ms Louise Ralston and Ms Amanda Donnelly
Area Inclusion Worker	Ms Shona Chisholm
School Counsellor	Mr Martin Doherty
Janitor	Mr David Hosie
Early Years Manager	Mrs Michelle Hay
Early Years Senior Practitioner	Ms Julie Jardine
Early Years Lead Practitioner	Ms Kerry Brown
Early Years Practitioners	Mrs Joyce Connell, Ms Aimi Gray, Mrs Mira Harvey, Ms Alesha Ramzan, Ms Jade McDowell, Mrs Lorraine Scott, Mrs Andrea Smith, Mrs Angela Templeton, Ms Chloe Thomson, Mrs Natalie Gaw, Mrs Gillian Armour. Ms Linda Boyd. Ms Eilidh Ferguson, Mrs Stephanie Kelly and Mrs Fiona Thomson

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Please do not hesitate in contacting Glencairn by phone or email.

Yours sincerely,
Alison Ross

Depute Head Teacher
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